

CITY OF SAINT CHARLES, MISSOURI
DEPARTMENT OF COMMUNITY DEVELOPMENT
200 N. Second Street, Suite 303
St. Charles, MO 63301



DRAFT

CITIZEN PARTICIPATION PLAN
FOR
HUD FUNDED

COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

HOME INVESTMENT PARTNERSHIP PROGRAM



June 10, 2011

St. Charles City Hall is wheel chair accessible. Those in need of auxiliary aids should contact the City sufficiently in advance to assure that accommodations may be made. For the hearing impaired, City Hall can be contacted on the TTY\TDD system by calling (636) 949-3289. If you need any accessible materials, delivery formats, or language translations regarding this agenda please call Anita Telkamp at (636) 949-3224.

Introduction

This Citizen's Participation Plan is hereby published in draft form on June 10, 2011 and will be available for public input and comments for 30 days at Department of Community Development and at the St. Charles Public Libraries, through July 13, 2011. Comments and suggestions received through July 13, 2011 regarding this draft will be incorporated in the final plan that will be adopted by Resolution by the St. Charles City Council on July 19, 2011.

PUBLIC NOTICE Citizen's Participation Plan

In accordance with The Department of Housing And Urban Development Federal Regulations 24 CFR 91.105 (a) (1) the City of St. Charles shall adopt a Citizen's Participation Plan that provides citizens a guide to understanding the planning methods used to establish the budgets and activities for uses of the Community Development Block Grant (CDBG), Home Consortium, Neighborhood Stabilization Program, and Low Income Weatherization Program funds. A meeting to discuss the adoption of the Citizen's Participation Plan is scheduled for:

**July 13, 2011 at 6:30 p.m. – St. Charles City Hall
200 N. Second St.
Conference Room A., Fourth Floor
St. Charles, MO 63301**

The City of Saint Charles offers all interested citizens the opportunity to give written and/or oral comments on public matters. A copy of the Citizen's Participation Plan is available for viewing at the Department of Community Development, 200 N. Second Street, Room 303, and at the Kathryn Linnemann Library Branch, 2323 Elm, Street, St. Charles.

Written comments may be submitted to the Department of Community Development, Attn: Anita Telkamp, or you may call her with oral comments, and questions, (636) 949-3224.

All comments should be received post marked by July 13, 2011.

The St. Charles City Council will adopt the plan by Resolution at the regularly scheduled City Council meeting on July 19, 2011 beginning 7:00 p.m., 200 N. Second Street on the 4th Floor in City Council Chambers.

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Mayor Sally Faith



Citizen Participation and Consultation

The City of St. Charles, Department of Community Development, is responsible for preparing an Annual Consolidated Plan for the Community Development Block Grant, (CDBG) which provides funding for the Home Improvement Loan Program, CDBG Social Service Programs, Park Improvements, and Neighborhood Assistance Projects\Programs. Other programs accessed through HOME Funds are the Homeownership Assistance Program and the Lead Abatement and Home Rehab Programs. The City of St. Charles is a participating jurisdiction in the St. Louis County Home Consortium and has signed cooperation agreements with St. Louis County, Florissant, St. Charles County, City of O'Fallon, the City of Wentzville, and Jefferson County. The City also receives funds from the Missouri Dept. of Economic Development for the Neighborhood Stabilization Program, and from the Missouri Dept. of Natural Resources for the Low Income Weatherization Assistance Program.

Consultation of Local Governments

1. In preparation for the annual Consolidated Plan, the Office of Community Development will consult with other public and private agencies that provide assisted housing, health services and social services including those focusing on services to children, elderly persons, and persons with disabilities, persons with HIV/AIDS and Homeless persons. The public and private agencies to be contacted include, but are not limited to the St. Charles County Department of Health, the St. Charles Public Housing Authority, Mid-East Area Agency on Aging, and the State of Missouri Division of Family Services.
2. In preparation for the annual Consolidated Plan and the portion of the Consolidated Plan dealing with HOME and CDBG activities, and lead-based paint hazards, the Department of Community Development will consult the St. Louis County Department of Community Development, Health Departments, and the lead abatement contractor under contract with St. Louis County to examine existing data related to lead-based paint hazards and poisonings, including data on the addresses of housing units in which children have been identified as lead poisoned.
3. In preparation for the County's annual Consolidated Plan the Department of Community Development will notify participating units of local government of any non housing priority needs.
4. The Department of Community Development will consult with adjacent units of general local government such as members of the Consortium, as well as the Community Council of St. Charles County Continuum of Care. Such agencies or jurisdictions will be consulted with respect to finding solutions to any identified problems of a local or regional nature.

5. The Department of Community Development will consult with the St. Charles Housing Authority concerning consideration of public housing needs and any planned grant program activities. This consultation will ensure and provide a better basis for the certification by the Mayor that the Consolidated Plan is consistent with the County's assessment of low-income housing needs. This type of consultation will also help insure that any proposed activities that are directed toward local drug elimination, neighborhood improvement and/ or any resident programs or services funded under or by the St. Charles Housing Authority and those funded under any programs covered by the Consolidated Plan are fully coordinated to achieve comprehensive community development goals.

6. Other consultations for the development of the Consolidated Plan, and Consolidated Annual Plan Evaluation Report, CAPER and for citizen input may occur during the budget planning process with the following City Citizen's Boards and Commission: Fair Housing Commission, Citizen's With Disabilities Advisory Board, Human Relations Commission and the Senior Citizen's Advisory Board.

Encouragement of Citizen Participation

1. This citizen participation plan provides for and encourages citizens to participate in the development of the consolidated plan. This plan allows for public comments regarding any substantial amendments to the consolidated plan, and the CAPER. These requirements are designed especially to encourage participation by low-and moderate-income persons, particularly those living in slum and blighted areas and in areas where CDBG, HOME, Emergency Shelter Grant, (ESG), Neighborhood Stabilization Program, (NSP), Low Income Weatherization Assistance Program, (LIWAP), Homeless Challenge Program, (HCP) funds are proposed to be used, and by residents of predominantly low and moderate income neighborhoods, as defined by the United States Census Data. The Office of Community Development and its participating units of local government will also undertake whatever actions are appropriate to encourage the participation of all its citizens, including minorities and non-English speaking persons, as well as persons with disabilities. All public hearings will be conducted in accessible locations. All ads will include a TTY number that may be called. Any citizen who contacts the Department of Community Development in advance of any public hearing concerning their disability needs will be accommodated in the terms necessary for their participation at a public hearing. Accommodations will also be made for people with other accessible needs, delivery formats and language translations.

The Department of Community Development will also make sure to provide information to the Housing Authority about consolidated planned activities related to its developments an surrounding communities so that the Housing Authority can make this information available to affected residents. The Department will also mail notices regarding all public hearings to non profit groups providing assistance to homeless residents, Community Housing Development Organizations and other non profit

organizations that provide public services activities to low and moderate income residents with respect to activities funded under the HOME Program. For sale and rental housing development guidelines and applications are made available on the St. Charles City web site or mailed to interested parties on an ongoing basis. The City of St. Charles will conduct at a minimum two public hearings on an annual basis to solicit input on the Consolidated Plan and to allow the public to become informed about the proposed activities in the Consolidated Plan. Citizen comments regarding the Consolidated Plan and/or Amendments and the Consolidated Annual Performance Report will be allowed for a period of thirty days once the draft of each of these documents has been made available. This period of time gives a reasonable opportunity to comment on the Consolidated Plan or any proposed amendments. This citizen participating plan will also be made available in a format accessible to persons with disabilities, upon request. The Department of Community Development also insures that before the City adopts a Consolidated Plan, the Consolidated Plan will have been made available to citizens, public agencies, other interested parties, and that information includes the amount of assistance the City expects to receive (including program income) and the range of activities that may be undertaken, including the estimated amount that will benefit persons of low and moderate-income. This information shall be made available at all public hearings in the form of a public hearing notice and agenda. Notices of public hearings shall be published 15 business days prior to the hearing.

2. This citizen participation plan requires that the City will publish the proposed Consolidated Plan in a manner that affords citizens, public agencies, and other interested parties a reasonable opportunity to examine its contents and to submit comments. This shall insure that residents are given a reasonable opportunity to examine the contents of the proposed plan. A public notice will be published describing the contents and purpose of the Consolidated Plan and will include a list of the locations where copies of the entire proposed Consolidated Plan might be examined. In addition, the Department will provide a reasonable number of free copies of the plan to citizens and groups that request it.

3. The City will hold at least one public hearing during the development of the Consolidated Plan. One additional public hearing will be held prior to the Consolidated Plan being submitted to the United States Department of Housing and Urban Development, (HUD). This second public hearing will be held prior to November 15th of each year and comments regarding citizen input relative to proposed activities will be included in the Consolidated Plan. All public hearing will be advertised in a newspaper of general circulation at least 15 business days in advance and Notice of all public hearings shall be posted in City Hall.

4. This plan shall requires that all comments received verbally or in writing be summarized including views not accepted and the reasons therefore, shall be attached to the final Consolidated Plan. The Department of Community Dev. will provide a written response to all complaints from citizens related to the Consolidated Plan, amendments, and the CAPER within a timely substantive manner within 15 days, when practicable.

Amendments

The City of St. Charles may from time to time amend the activities in its Consolidated Plan. Amendments that are not substantial in nature will not require any public notice or comment, however notice of such minor amendment will be sent to the St. Louis HUD Field Office. A substantial amendment will be considered to occur if the Consolidated Plan needs to be amended where by 10% of any category or activity is either increased or decreased in dollars allocated towards that type of activity.

1. If an activity is cancelled and not undertaken, the City will hold a public hearing, which may be part of a regularly scheduled council meeting to discuss the fact that a proposed activity will not be undertaken.

2. If the City decides to fund an entirely new activity with a balance of funds and this activity was not proposed or approved in any consolidated plan, then the same requirements apply. All public hearings shall be advertised as stated elsewhere in this document. The acceptable forms of advertisement in this case may involve the placement of an advertisement in a newspaper of general circulation, placing flyers door to door, or placing a notice in a municipal newsletter. The City will be required to submit a new activity description to the St. Louis HUD Field Office. Along with any citizen comments before a change in activities may be approved.

Public Notice

In the event that the City finds it necessary to amend its Consolidated Plan to conform to the requirements for a Substantial Amendment, public notice will be given by placing an ad in the St. Louis Post-Dispatch notifying the public that a public hearing will be conducted to discuss the Substantial Amendment and solicit input from concerned citizens. A period of thirty days will be allowed for the public to submit comments. After the comment period has expired any Substantial Amendment to the Consolidated Plan will be forwarded to the U.S. Department of Housing and Urban Development for review and approval.

Citizen Comments

Any and all oral and written comments from the public will be reviewed and considered by the City of St. Charles prior to the approval of any Substantial Amendment. A summary of all comments and views whether in favor or opposition will be attached to the Substantial Amendment and submitted to HUD.

Performance Reports

The City of St. Charles Department of Community Development prepares and disseminates an annual Consolidated Annual Performance and Evaluation Report. This report is due to the Dept. of Housing and Urban Development on or about March 31st of each fiscal year. This report will be made available for public review and comment each year on or about the beginning of March. This report will be available to all locations previously stated within this document. Notice of the availability of this document will be published in the St. Louis Post-Dispatch in the form of a public notice. Citizens will be allowed a period of at least 15 business days to comment on this report. Comments, suggestions and or complaints regarding this report may be forwarded to the Director of Community Development. All public input will be made a part of this report and forwarded to HUD.

Public Hearings.

The City of St. Charles Department of Community Development will conduct two public hearings on an annual basis to obtain citizens view regarding the Consolidated Plan. These two public hearings will be held to obtain citizens views and to respond to proposals and questions regarding the Consolidated Plan. These public hearings will be conducted during two different stages of the program year. For purposes of participation in the St. Louis County Home Consortium the first of two public hearings will be held approximately 6 months before the beginning of St. Louis County's program year. The first public hearing shall also be held to allow interested groups and or agencies the opportunity to discuss their programs, and make presentations. These initial hearings may be conducted during the City's Citizen's Boards and Commissions meeting.

The second public hearing shall be held when the annual consolidated plan has been drafted and made available for public comment, and may be held in conjunction with a regularly scheduled city council meeting. This second hearing shall be held approximately 60 days before the beginning of the City's Program year. This second public hearing shall be held to gather citizen input regarding any proposed programs and activities that have been included in the City's draft Consolidated Plan. All public hearings will be held in St. Charles City Hall, located at 200 North Second Street in St. Charles, Missouri. The location is centrally located and is accessible. All public hearings will be advertised at least 15 working days in advance in the St. Louis Post-Dispatch which is a newspaper of general circulation. A public notice is also sent to local minority churches for posting on public bulletins boards. Notices will be posted in City Hall. All meetings will be held at convenient times in order to accommodate potential or

actual beneficiaries. These meetings shall be conducted during the evening hours in order to accommodate citizen participation. Persons with disabilities may request the City to provide them with necessary and reasonable accommodations. Callers should make these requests for arrangements at least 48 hours in advance of any public hearing by calling the Department of Community Development at 636-949-3222. Any and all citizens have the opportunity to comment orally or in writing on any matter(s) relating to the public hearing. All comments will be incorporated into the Consolidated Plan and be made a permanent part of the citizen participation process for each program year.

Meetings

All public meetings will be held in locations that are accessible. All meeting participants, as well as, interested citizens will be provided with reasonable notification of any meetings in order to make arrangements to attend. All public meetings will be held in accessible locations that are serviced by public transportation providers. Interested groups and agencies that may be interested participants in any public meetings will be notified of such public meetings and notices will be posted.

Availability to the Public

The City will make available to the public, copies of the Consolidate Plan and copies of substantial amendments and the Consolidated Annual Performance Report, (CAPER). Individual may request copies of these documents and they will be provided in a format that the City deems appropriate. Persons with disabilities may request that these documents be made available in an accessible format and the City will make whatever accommodations or arrangement may be necessary to accommodate individual with disabilities.

Access to Records

The Department of Community Dev. will make available to all citizens, groups, and jurisdictions, access to all information and any records that relate to the City Consolidated Plan. Such information will be available for a period that covers the preceding five years from the date from which any request for information is made. Access to all information will be made in a reasonable and timely manner as may be required by the City to retrieve documents.

Technical Assistance

The City of St. Charles offers all interested citizens the opportunity to give written and/or oral comment on public matters. Citizens needing assistance or auxiliary aids should contact the City sufficiently in advance to assure that accommodations may be made. For those in need of hearing enhancement, City Hall can be contacted on the TTY system by calling (636) 949-3289. Requests for other assistance or aids may be made by contacting the City in writing at City Hall, 200 North Second Street, or by phone, (636) 949-3200.

Other Accessory:

The St. Charles City Hall facility is wheelchair accessible. If you need any other accessible materials, delivery formats, or language translations regarding this notice please advise us at least three weeks in advance. With prior notice, we can provide sign language interpretation or materials in large typeface or other formats. With these or any other accessibility concerns and/or comments regarding the CDBG budget and projects please contact Anita Telkamp, at (636) 949-3224